

Administrative Analyst I, II or III

County Administrator's Office

Administrative Analyst I: \$5,637 - \$6,843 / Month

Administrative Analyst II: \$6,505 - \$7,869 / Month

Administrative Analyst III \$7,155 - \$8,649 / Month

Marin County,

San Rafael, CA

The County of Marin has one full-time vacancy in the County Administrator's Office which will be filled at the Administrative Analyst I, II or III level. The eligibility list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time or part-time positions which may occur in these assignments while the list remains active. Eligibility lists remain active for a minimum of six months.

Reporting to the Assistant County Administrator or Budget Manager, Administrative Analysts perform complex and visible budget, legislative, performance management and measurement, policy and/or special project assignments and lead ad hoc project teams with presentations to the Board of Supervisors, department heads or other decision makers or external community groups. The position requires a readiness to act independently, sound judgment and the ability to make analytical connections between the work and the County's strategic direction. The position may assist in the managing, planning and administration of budgetary, fiscal reporting and administrative support-related functions of the CAO and administrative services departments.

The Analyst I is the entry-level in this professional class series. Initially under close supervision, individuals with well-developed analytical and computer skills assist with projects of various types and sizes. As experience is gained, assignments are of greater complexity and are performed more independently. The Analyst III is differentiated from the Analyst II classification in that the III is the advanced-level in the Administrative Analyst series. Administrative Analyst IIIs have more complex assignments, may direct the work of support or professional staff and are expected to operate with a higher degree of independent judgment.

The ideal candidate possesses either an MPA or MBA and has experience working in a large organization or department with a complex budget which includes multiple funding sources. (S)he has performed centralized budget or financial analysis work and has experience analyzing policy and presenting policy or financial recommendations to a board, counsel or other decision makers. The ideal candidate is organized, dependable, flexible, self-directed and has the ability to work with complex, sensitive and visible assignments, often requiring a high level of detail. The ideal candidate is resourceful, demonstrates initiative, exercises sound judgment and adapts well to changing circumstances. In addition, (s)he is an expert communicator in both written and spoken form to our internal and external audiences and shows an ability to maintain successful, collaborative and constructive working relationships with office staff, other department staff and members of the public. This individual demonstrates leadership through strategic planning, innovation, partnership and systems-thinking. Finally, the ideal candidate will be enthusiastic, looking to grow and excel and be invested in the County's future.

Filing Deadline: Closes May 23, 2016, 4:00pm. To view a full job description and apply online, please visit our website at www.marincounty.org/jobs or contact Marin County HR Department, Room 415, 3501 Civic Center Drive, San Rafael, CA 9403 or call (415) 473-6104. EEO/TTY